

JOB AID

LEAVE WITHOUT PAY (LWOP) ACTION SAMPLE

HR ASSISTANT

1. HR Assistant initiates LWOP action input sheet.

DHHS/NATIONAL INSTITUTES OF HEALTH

HRA/Rep Checks (EHRP) Request



TRANSACTION INFORMATION

* Required fields

WITS #	AO's Email Address*	Action Type*	Date SF-52 Recv'd	Date Entered
3850	sp47e@nih.gov	Leave Without Pay (LWOP)	09/13/2004	09/13/2004 12:40:41
Administrative Code*	Institute/Center	Organization Initials	Proposed Effective Date*	
HNAM4	OD	OHR	10/03/2004	
HR Assistant*	Porter, Sharon	HR Specialist*	Porter, Sharon	HR SPA*
Date Initiated/Sent		Date Initiated/Sent		Priority
Date Returned to IO		Date Returned to IO		Medium

CURRENT EMPLOYEE/POSITION INFORMATION

Employee ID	First Name	MI	Last Name				
7322111111	Lucy	B	Ricardo				
Position Title	Pay Plan	Series	Grade	Step	Pay Band	Pay Cluster	
Grants Management Specialist	GS	1101	12	2			
Position Number	123456789	Job Code	54321	CAN*	88888888		
TK Number*	11111	Base Salary	54662	Total Salary	62659		
Certificate Type	N/A						

NEW POSITION INFORMATION (Complete for any action where the Position Title, Series or Grade has changed, e.g. Career Change.)


New Position Title	New Pay Plan	New Series	New Grade	New Step	New Pay Band	New Pay Cluster
New Base Salary		New Total Salary		Vice		

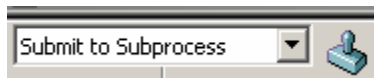
ORIENTATION INFORMATION

Orientation	No	CSD Orientation Contact		Orientation Contact Phone Number	
Orientation Date		Duty Station		Hire Type	
Fingerprints Required					

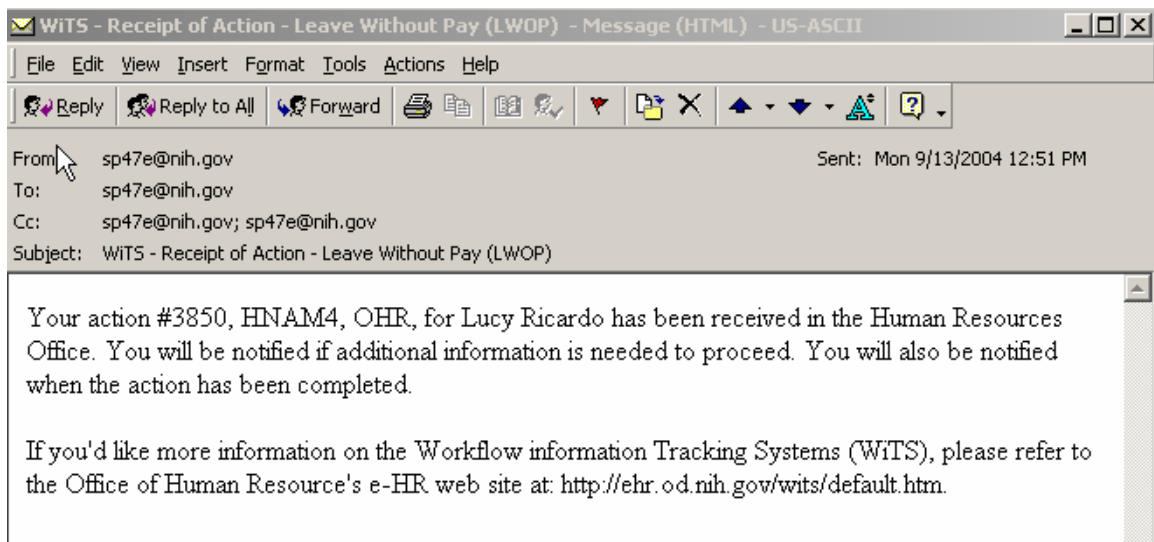
COMMENTS

Comments/Status	
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2. HR Assistant selects “Submit to Subprocess” and clicks on  to end the “Initiate Action” process and retrieve and send the LWOP input sheet to the HR Specialist.

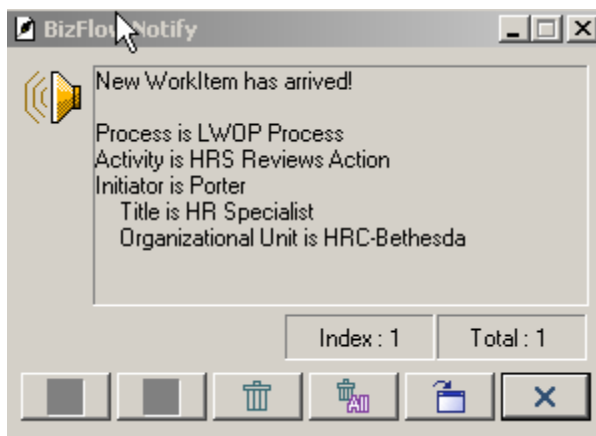


An automatic email notice that the LWOP action has been received in HR is sent to the addressee(s) shown in the AO’s Email Address field of the input sheet, for example:



HR SPECIALIST

3. HR Specialist receives e-mail or WiTS pop-up window notification that a new workitem has been received.



- HR Specialist opens LWOP action to retrieve and complete the “LWOP” section that has been added at the bottom of the Initiating Action input sheet.

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HRS Reviews Action



TRANSACTION INFORMATION

* Required fields

WITS #	AO's Email Address*	Action Type*	Date SF-52 Recv'd	Date Entered
3850	sp47e@nih.gov	Leave Without Pay (LWOP)	09/13/2004	09/13/2004 12:40:41
Administrative Code*	Institute/Center	Organization Initials	Proposed Effective Date*	
HNAM4	OD	OHR	10/03/2004	
HR Assistant*	Porter, Sharon	HR Specialist*	Porter, Sharon	HR SPA*
Date Initiated/Sent	09/13/2004 12:51:13	Date Initiated/Sent		Priority
Date Returned to IO		Date Returned to IO		Medium

CURRENT EMPLOYEE/POSITION INFORMATION

Employee ID	First Name	MI	Last Name
7322111111	Lucy	B	Ricardo
Position Title	Pay Plan	Series	Grade
Grants Management Specialist	GS	1101	12
Position Number	Job Code	CAN*	88888888
123456789	54321		
TK Number*	Base Salary	Total Salary	62659
11111	54662		
Certificate Type	N/A		

NEW POSITION INFORMATION (Complete for any action where the Position Title, Series or Grade has changed, e.g. Career Change.)

New Position Title	New Pay Plan	New Series	New Grade	New Step	New Pay Band	New Pay Cluster
New Base Salary	New Total Salary	Vice				

ORIENTATION INFORMATION

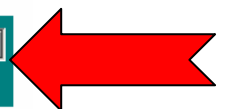
Orientation	No	CSD Orientation Contact	Orientation Contact Phone Number
Orientation Date		Duty Station	Hire Type
Fingerprints Required			


COMMENTS

Comments/Status

LWOP

ER Related*	No	Federal Benefits	Yes	Benefits Type	FEHBP
LWOP NTE Date*	01/08/2005				



- HR Specialist selects “Send to HRA” and clicks on  to forward LWOP action to HR Assistant to process the EHRP action.

Send to HRA	
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HR ASSISTANT

6. HR Assistant receives e-mail or WiTS pop-up notification of new workitem.
7. HR Assistant opens and reviews the WiTS LWOP action and processes the EHRP action.

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HRA processes EHRP Action

TRANSACTION INFORMATION

* Required fields

WITS #	AO's Email Address*	Action Type*	Date SF-52 Recv'd	Date Entered
3850	sp47e@nih.gov	Leave Without Pay (LWOP)	09/13/2004	09/13/2004 12:40:41
Administrative Code*	Institute/Center	Organization Initials	Proposed Effective Date*	
HNAM4	OD	OHR	10/03/2004	
HR Assistant*	Porter, Sharon	HR Specialist*	Porter, Sharon	HR SPA*
Date Initiated/Sent	09/13/2004 12:51:13	Date Initiated/Sent		Porter, Sharon
Date Returned to IO		Date Returned to IO		Priority
				Medium

CURRENT EMPLOYEE/POSITION INFORMATION

Employee ID	First Name	MI	Last Name
7322111111	Lucy	B	Ricardo
Position Title	Pay Plan	Series	Grade
Grants Management Specialist	GS	1101	12
Position Number	Job Code	CAN*	Pay Band
123456789	54321	88888888	88888888
TK Number*	Base Salary	Total Salary	
11111	54662	62659	
Certificate Type			
N/A			

NEW POSITION INFORMATION (Complete for any action where the Position Title, Series or Grade has changed, e.g. Career Change.)

New Position Title	New Pay Plan	New Series	New Grade	New Step	New Pay Band	New Pay Cluster
New Base Salary	New Total Salary	Vice				

ORIENTATION INFORMATION


Orientation	No	CSD Orientation Contact	Orientation Contact Phone Number
Orientation Date		Duty Station	Hire Type
Fingerprints Required			

COMMENTS

Comments/Status

LWOP

ER Related*	No	Federal Benefits	Yes	Benefits Type	FEHBP
LWOP NTE Date*	01/08/2005				

8. HR Assistant selects "Send to SPA" and clicks on  to forward LWOP action to the SPA.

Send to SPA	
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SPA

9. SPA receives e-mail or WiTS pop-up notification of new workitem.
10. SPA reviews pages 1 through 3 and enters the **Effective Date** on page 3 of the LWOP input sheet.

On Page 1  -- SPA reviews **Transaction Information** and **Current Employee/ Position Information** sections of the LWOP input sheet.

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SPA Finalizes EHRP Action

TRANSACTION INFORMATION						* Required fields	
WiTS #	AO's Email Address*	Action Type*	Date SF-52 Rec'd	Date Entered			
3850	sp47e@nih.gov	Leave Without Pay (LWOP)	09/13/2004	09/13/2004 12:40:41			
Administrative Code*	Institute/Center	Organization Initials	Proposed Effective Date*				
HNAM4	OD	OHR	10/03/2004				
HR Assistant*	Porter, Sharon	HR Specialist*	Porter, Sharon	HR SPA*	Porter, Sharon		
Date Initiated/Sent	09/13/2004 12:51:13	Date Initiated/Sent		Priority	Medium		
Date Returned to IO		Date Returned to IO					

CURRENT EMPLOYEE/POSITION INFORMATION						
Employee ID	First Name	MI	Last Name			
732211111	Lucy	B	Ricardo			
Position Title	Pay Plan	Series	Grade	Step	Pay Band	Pay Cluster
Grants Management Specialist	GS	1101	12	2		
Position Number	123456789	Job Code	54321	CAN*	88888888	
TK Number*	11111	Base Salary	54662	Total Salary	62659	
Certificate Type	N/A					



NEW POSITION INFORMATION (Complete for any action where the Position Title, Series or Grade has changed, e.g. Career Change.)						
New Position Title	New Pay Plan	New Series	New Grade	New Step	New Pay Band	New Pay Cluster
New Base Salary		New Total Salary		Vice		

ORIENTATION INFORMATION			
Orientation	No	CSD Orientation Contact	Orientation Contact Phone Number
Orientation Date		Duty Station	Hire Type
Fingerprints Required			

COMMENTS	
Comments/Status	

CLASSIFICATION			
Standard QC PD		Position Audited	
Pos. Audit Start Date		Pos. Audit Type	
Pos. Audit End Date		Date Class Started	
Date of Class. Allocation		Date Class Completed	
Date Position Number Req'd		Date Job Code Requested	
Date Position Number Rec'd		Date Job Code Received	
New Position Number		New Job code	

RETURN TO DUTY	
Return To Duty Date	

On Page 2  2/3  -- SPA reviews to ensure that no data is entered on page 2 of the LWOP action input sheet.

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RECRUIT AND SELECTION

Advertise Job	<input type="text"/>	Readvertise Job	<input type="text"/>
Ann Number	<input type="text"/>	DEU Cert Number	<input type="text"/>
Date Ann Opened	<input type="text"/>	Date DEU Cert Reqst'd	<input type="text"/>
Date Ann Closed	<input type="text"/>	DEU Request Number	<input type="text"/>
Date to Select. Official	<input type="text"/>	Date DEU Cert Issued	<input type="text"/>
Selection Date	<input type="text"/>	Date DEU to Select. Official	<input type="text"/>
Date Selection Rec'd in HR	<input type="text"/>	DEU Selection Date	<input type="text"/>
Type of Selection	<input type="text"/>	Date DEU Cert Ret'd	<input type="text"/>
Selection Type	<input type="text"/>	DEU Cancellation Date	<input type="text"/>
Job Offer Date	<input type="text"/>	Cancellation Date	<input type="text"/>
Job Offer Response Date	<input type="text"/>	Date QH Cert Issued	<input type="text"/>
SF-75 Info Required	<input type="text"/>	EOD Date	<input type="text"/>
Date SF-75 Info Reqst'd	<input type="text"/>	Multidisciplinary Pos.	<input type="text"/>
Date SF-75 Info Rec'd	<input type="text"/>	NIH 2028 Req. for Travel	<input type="text"/>
NTE Date	<input type="text"/>	Date of HR Auth. of 2028	<input type="text"/>
Date Pre-Recruit Form Sent	<input type="text"/>	Date Pre-Recruit Form Rcv'd	<input type="text"/>
Priority Placement	<input type="text"/>	Special Salary Rate	<input type="text"/>

AWARDS

Award Type	<input type="text"/>	Award Amount	<input type="text"/>
Justification	<input type="text"/>	Nominating IC	<input type="text"/>
Individual/Group	<input type="text"/>	Award Period Start Date	<input type="text"/>
Group Recipients	<input type="text"/>	Award Period End Date	<input type="text"/>

CAREER CHANGE

Career Change Type	<input type="text"/>	Reason for Change	<input type="text"/>	NTE Date	<input type="text"/>
Other Reason	<input type="text"/>		Career Change EOD Date	<input type="text"/>	

RESIGNATION

Date of Resignation	<input type="text"/>	Type of Separation	<input type="text"/>	Date to ER Office	<input type="text"/>
Reason for Resignation	<input type="text"/>				
Federal Benefits	<input type="text"/>	Benefits Type	<input type="text"/>	Date Exit Survey Info Sent	<input type="text"/>

On Page 3  -- SPA reviews LWOP section and enters *Effective Date* in **SPA Action Processing** section of the LWOP input sheet.

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PAY (including ATM, 3Rs, PSP and PCA)

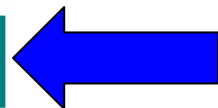
Amount of Increase (dollar)		Amount of Increase (percent)		Date to SPT	
Total Compensation		New Total Compensation		Date Returned From SPT	
Above the Minimum (ATM)		ATM Step		Date ATM Initiated	
ATM Approved		Date ATM Approved			
3Rs		Retention Bonus Amt		Retention Bonus NTE Date	
New Retention Bonus		Retention Bonus Approved		Retention Bonus Approval Date	
Recruitment Bonus Amt		Recruitment Bonus Approved		Recruitment Bonus Approval Date	
Relocation Allowance Amt		Relocation Bonus Approved		Relocation Bonus Approval Date	
Date to HR Director		Date Returned From HR Director		Date to NCC	
Date Returned From NCC					
Physician Special Pay		Scarce Specialty Amt		Geo Location Pay	
PSP Start Date		PSP Stop Date		Length of Service	
Executive Position		Exceptional Quals		FT Status	
Board Cert 1		Board Cert 2		PSP Approved	
PSP Approval Date					
PCA		PCA Start Date		PCA Stop Date	
New Physician Comp Allowance		PCA Contract Length		PCA Annual Amt	
PCA Approved		PCA Approval Date		Mission Specific Allowance	

CHANGE IN SCHEDULE/HOURS

Tour of Duty Old		Tour of Duty New		Benefits Affected	
Hours per Pay Period Old		Hours per Pay Period New			
Date New Position Number Requested		Date New Position Number Received		New Position Number	

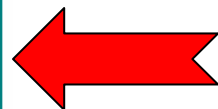
LWOP


ER Related	No	Federal Benefits	Yes	Benefits Type	FEHBP
LWOP NTE Date	01/08/2005				

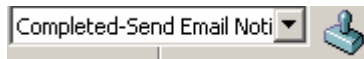


SPA PROCESSING

Effective Date*	10/03/2004		
SPA PSP Start Date		SPA PSP Stop Date	
SPA PCA Start Date		SPA PCA Stop Date	
SPA Comments	This space is for any relevant SPA remarks regarding final processing of this action.		



11. SPA selects “Completed-Send Email Notification” and clicks on  to complete the WiTS LWOP action to move it from the *Active* to the *Archived* bizcove.



12. Completed action sends an automatic email to the addressee(s) shown in the AO's Email Address field of the input sheet.

WiTS #	AO's Email Address*
3850	sp47e@nih.gov

Sample email message....

